



# contract control

professional construction services



## Contract Risk Assessments

We take any construction or services agreement and assess it in fine detail. Noting all the potential likely risk items and things which may need to be closely managed to ensure a successful project.

Ownership of the terminal float, time bar clauses for variation or extension of time notifications, personal guarantees, contractual clauses which do not match insurance pay out policies and unclear language which lead to misunderstandings and eventual disputes- can all be eliminated at a very early stage and before you enter into an agreement.

Of all the services provided, contract risk assessments are the least cost and are the most important step before engaging in a contract. It is the fence at the top of the cliff rather than the ambulance at the bottom. We have extensive international experience with many forms of contract we provide the quality service you need.

## Tendering and Document Drafting Services

Do you think your tender offers could do with some design or wording improvements? Have you clearly set out the terms of your offer ?

When using provisional sums have you clarified that no management or time based costs are already included to administer the sum ? and if so have you referred to the standard method of measurement 4202:1995 for the reason why.

We will help you to present your tender offer and set out the terms to protect you against high risk items and so that you appear professional and up to the task.

We have worked closely with the largest construction projects in New Zealand and understand the terms and pricing items you should always allow for, and we can review your tendering calculations to ensure you haven't made a critical mistake.

We are able to price your project in detail and provide a full rated schedule for each project consisting of labour, materials, plant & equipment, charges and profit margin. This way you can manage the hours allowed for each part of the works and record this information as you proceed so that you know how accurate your tender was, or see issues happening while you can still fix the issues instead of receiving nasty surprises.

We can provide these services on many platforms, including but not limited to CostX, Strumus, CostCon, Excel and more.



# Cost Estimating Services

If you are simply adding %'s to net cost to cover preliminary and general costs, or if you aren't calculating the proper waste and contingencies for materials and time durations- then you are exposed to risk.

Contract Control can measure from documents to produce a bill of quantities, and can rate from schedule of quantities provided, or can measure and value from plans and a specification.

A full breakdown of calculations and rates is provided.

We can also sense check your rates and calculations for peace of mind.



## Quantity Surveying

We can provide on the job and remote quantity surveying services as required with no further obligations to long time employment.

Quantity surveyors can administer your project for you, value variations, submit progress claims, cost report, administer your subcontractors and issue payment schedules and more.

We can provide these service by supplying you with a quantity surveyor or providing the service remotely by our remote communication services and simple emails. Quantity surveyors help to ensure your project spend is less than your budget, and the revenue you make is maximised.

## Post Construction Services

### a. Final Account Services

If you use one of the most common types of construction contract then your project eventually will require a final account claim.

This will be your final chance to claim what you are entitled to on that particular project.

Contract Control can assist you to know your complete entitlements and produce a claim which reflects your work. The benefits of a final account review far outweigh the very reasonable cost.

### b. Expert Witness Services

Contract Control consultants are able to provide expert witness statements and briefs of evidence for ongoing adjudications and litigations.

### c. Document Controls

Contract Control offers several services relating to document control.

The first is that we can assess your documents from a wording perspective and help you understand what legislation requires you to have what wording on what document, and how these should be presented.

Questions like 'should I refer to the construction contracts act on my invoices?', and 'do I need to send my terms with a purchase order?' etc. are common and are easily helped with simply a phone call for our customers.

Another document service we provide is to advise what information your company or project should actually record.

Record keeping is critical to the success of a project. I cannot state this enough. Anyone who has ever quantified an extension of time claim or an acceleration claim will attest to the importance of record keeping. Larger projects are at significant risk of these scenarios occurring.

There are particular things such as weather, labour attendances and critical path programme information which must be known 'just in case' you rely upon it later.

We can advise what information you need, why and how to record it and be available for any questions you may have regarding the specifics of your project.





## Communications & Change Monitoring Services

We can monitor your communications and notify both you and your client of any Variations or issues.

This way you can relax and not be pressured to submit things within a certain time.

We will provide weekly and monthly reports identifying how many Variations you have and prioritise the responses to assist you because we can do this for you.

We are currently able to monitor email, Aconex, Prolog, Procore, EstimateOne systems, and more including systems developed by contractors.

You no longer have to worry if your notifications are time barred or valid for a claim. We provide human real time monitoring services and notification services on your behalf to ensure you are entitled to your claims.

We produce the notices themselves including variation entitlement, variation quotations and extensions of time; including your company logo and contact information. We can deliver direct for you or provide the notices for your consideration first. Whatever you prefer.

## Contract Administration Services

### Knowing the Contract:

Knowing your entitlements in every given scenario is important.

Each contract is different and the things which you are entitled to be paid for change from contract to contract. Whether you need to claim your management revenue as a % completed or on a time spent basis, or whether you can charge profit margin for a change and what counts as a change – are all questions which one of our quantity surveyors or senior consultants can help you with.

### Efficient Time & No Unwanted Cost:

By hiring Quantity surveyors via Contract Control you avoid the high initial onboarding costs and the risk that the staff member is not a good fit for the company. Our staff can be hired and released as the project requires so no more ongoing salary payments for staff who aren't 100% needed.



## Process & Document Systems Advice Services

If you do not know the difference between a claim, an invoice and a BCTI then don't worry you are not the only one.

We can review your documents and advise any errors or potential improvements.

We can advise you as to what wording you need to have on each document to avoid risk and provide you templates for things like progress claims, variation notifications, quotations, tender submissions and more.

Did you know that to have a valid claim under the Construction Contracts Act you must provide certain information?